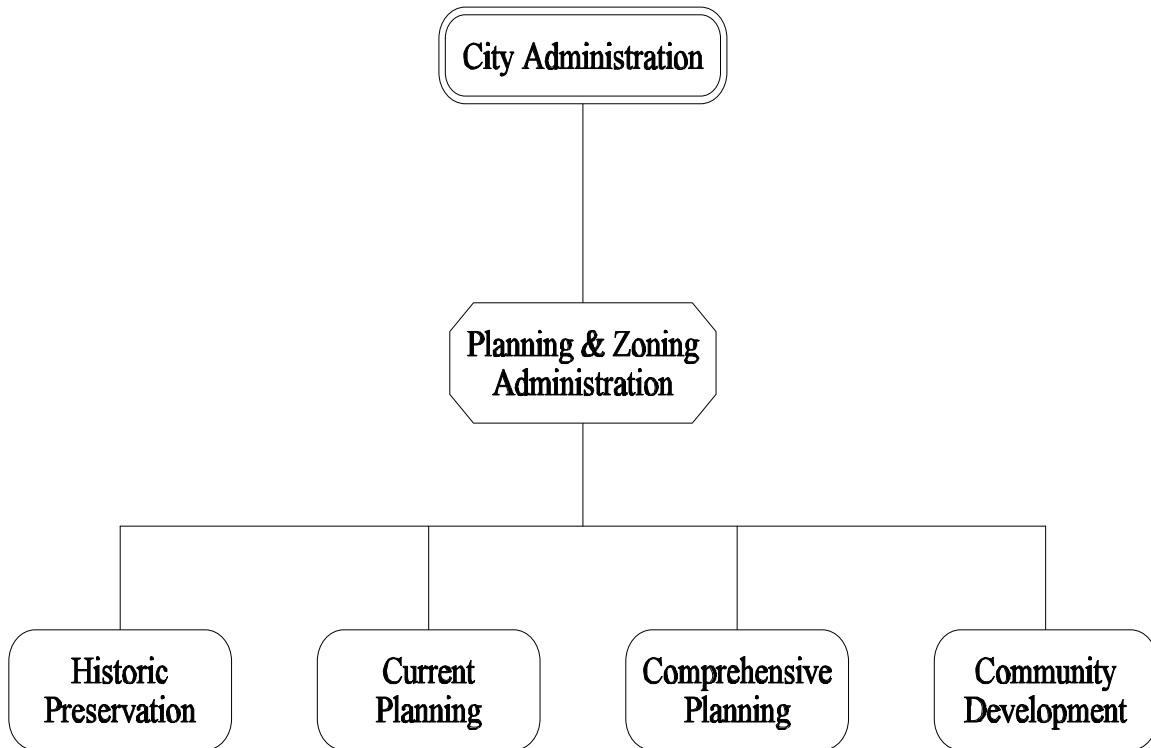


CITY OF ANNAPOLIS
Department of Planning and Zoning

Organization Chart



Department of Planning and Zoning

Fund Support:

General and CDBG Funds

Description:

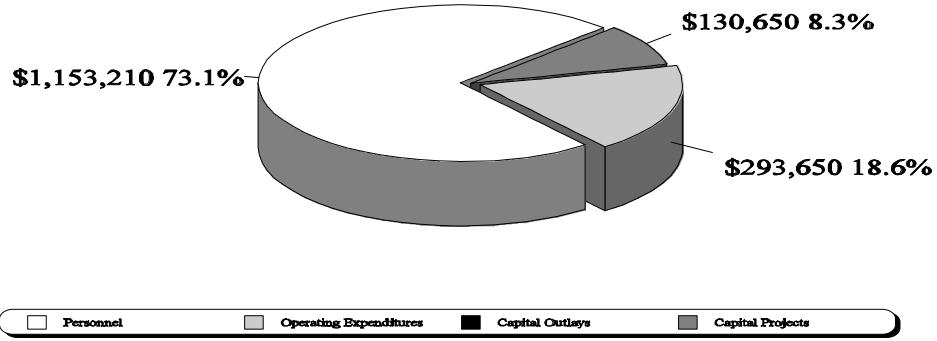
The Department of Planning and Zoning is responsible for all current and long-range planning for development, redevelopment and preservation activities within the City. In this capacity, the Department: (1) prepares necessary plans, studies, and programs to implement the City's Comprehensive Plan; (2) administers and enforces the City's zoning ordinance and subdivision regulations; (3) plans and administers the City's Community Development Block Grant program; and (5) engages in special studies and projects impacting on future growth, development and quality of life. The Department of Planning and Zoning is organized around four main divisions - Comprehensive Planning, Community, Current Planning and Historic Preservation. In addition the Department also provides technical and direct assistance to other departments in the furtherance of municipal objectives.

Goals:

- To establish a common vision for the future of Annapolis.
- To preserve and enhance the quality of life for all Annapolitans.
- To ensure citizen awareness of and participation in policy decisions and projects affecting their quality of life.
- To maintain and improve a healthy business and development climate in Annapolis.
- To keep our commitment to customer service and quick turnaround on permits.
- To ensure local and regional mobility by improving transportation and transit linkages in and around Annapolis and working to better manage Annapolis traffic corridors.
- To preserve the City's cultural and architectural heritage.

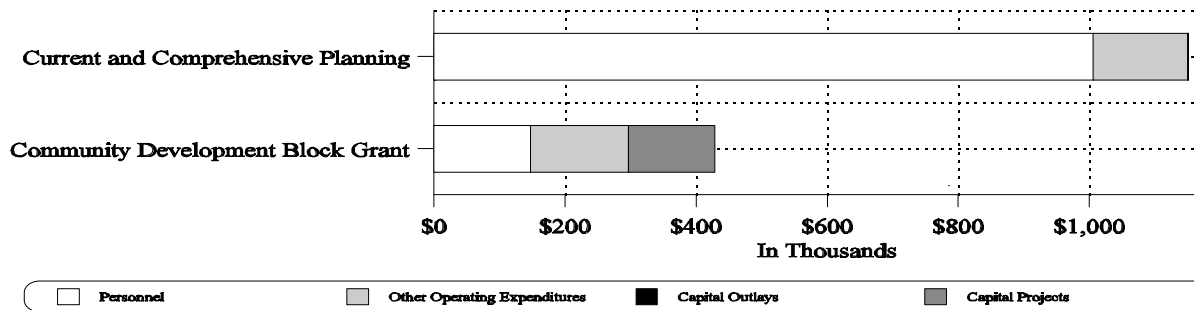
| <i>Budget Summary</i> | <i>FY 2001 Actual</i> | <i>FY 2002 Adopted</i> | <i>FY 2003 Adopted</i> | <i>Percent Change</i> |
|-----------------------------------|---------------------------|----------------------------|----------------------------|---------------------------|
| Planning and Zoning | \$1,026,640 | \$1,151,540 | \$1,149,510 | -0.18% |
| Community Development Block Grant | 422,740 | 450,000 | 428,000 | -4.89% |
| Department Total | \$1,449,380 | \$1,601,540 | \$1,577,510 | -1.50% |

Planning and Zoning Department
Budget By Expenditure Type



Expenditure Graphs

Planning and Zoning Department
Budget By Division



Department of Planning and Zoning Staffing Summary

| | <i>FY 2001 Actual</i> | | <i>FY 2002 Adopted</i> | | <i>FY 2003 Adopted</i> | |
|-----------------------------------|---------------------------|-------------|----------------------------|-------------|----------------------------|-------------|
| | <i>Perm</i> | <i>Temp</i> | <i>Perm</i> | <i>Temp</i> | <i>Perm</i> | <i>Temp</i> |
| Planning and Zoning | 16 | 0 | 16 | 0 | 16 | 0 |
| Community Development Block Grant | 0 | 0 | 0 | 0 | 0 | 0 |
| Department Total | 16 | 0 | 16 | 0 | 16 | 0 |

Staffing Summary By Position - FY 2003 Permanent Positions

| | Total <u>FTE</u> | | Total <u>FTE</u> |
|---------------------------------------|---------------------|---|---------------------|
| <i>Planning and Zoning:</i> | | | |
| Office Associate III | 1 | Zoning Enforcement Officer | 1 |
| Administrative Office Associate | 1 | Historic Preservation Assistant | 1 |
| Planning Director | 1 | Community Development Specialist | 1 |
| Section Chief | 3 | Community Development Administrator ... | 1 |
| Senior Planner | 3 | Comprehensive Planner | 1 |
| Planner | 1 | Transportation Planner | 1 |

Current and Comprehensive Planning and Historic Preservation

Planning and Zoning

General Fund

Description:

The Division of Current Planning is responsible for coordinating the review of development proposals, including site design review, enforcing the zoning ordinance, and processing use permits, rental licenses, building permits, subdivisions, conditional uses and zoning variances. This Section has ongoing, direct contact with residents, business people and developers in the city, and responds to over 7,000 telephone calls and walk-ins each year on a variety of zoning and procedural issues.

This section includes two major subareas: (1) development application processing, and (2) permitting/enforcement, which includes the review and approval of building and use permits and review for compliance with such criteria as Critical Areas or Conservation overlays.

Planning & Zoning staff review all building permits for compliance with zoning and Site Design Review Standards. Permits are reviewed based on criteria such as setbacks, parking, Critical Areas, design compatibility, impact on surrounding road network, landscaping, handicapped accessibility and pedestrian access. Citizen demands for higher quality design of both buildings and sites has increased the level and scope of review for most residential and commercial projects. The Current Planning Section provides staff support and technical assistance to the Planning Commission and Board of Appeals.

The Division of Comprehensive Planning is responsible for the coordination of long-range planning activities, including implementation of the newly developed Comprehensive Plan by implementing the Neighborhood Partnership Program; performing special land use and fiscal analyses; preparing street scape design plans; securing related grants; participating in the LUCA program, participating in the County's Small Area Planning process, selecting consultants for the multi-modal transit center site selection, working with

Anne Arundel County on requests for proposals for a new transit development plan, staff activity includes preparation and implementation of City's comprehensive plan, analysis and updating of other City plans to guide development and provide a basis for comprehensive and coordinated review of projects and applications. This Division provides support to the Planning Commission, City Council, and various other boards and commissions.

The Historic Preservation Division has primary responsibility for all departmental activities within and pertaining to the Historic District. These activities include processing applications for the Historic Preservation Commission and ensuring that projects are developed in accordance with the approval(s), working with applicants in the Historic District to help them understand the process and submit complete applications, interdepartmental coordination of project review in the Historic District, answering questions and dealing with zoning and enforcement related matters in the Historic District, preparing the Certified Local Government report, and overseeing the building survey.

This division is also responsible for coordinating the archaeology requirements for development and is also involved in development issues affecting preservation and landmarks throughout the rest of the City.

Services:

Current Planning:

- Provides full citizen support on planning, zoning, use, and building and development matters.
- Ensures the highest level of design for all projects in the city.
- Reviews and processes building and use permits and rental licenses, coordinates City review,

Current and Comprehensive Planning and Historic Preservation

- continued -

processes and provides analysis of subdivisions, conditional uses, Planned Unit Developments and variances for public hearing.

- Maintains day-long availability to answer inquiries regarding zoning or other land use regulations or policies.
- Ensures public notification of development projects or projects requiring public hearing to ensure due process. Assists persons in preparing applications for processing.
- Provides technical assistance to other City agencies.
- Processes applications for hearing before the appropriate Board and/or Commission.

Comprehensive Planning:

- Ensures full citizen participation in municipal decisions regarding land use, transportation, rezoning, and all other areas under the purview of this division.
- Implements the Comprehensive Plan through area studies, revitalization plans, corridor studies, special analyses as requested by the Mayor, City Council or citizenry.
- Processes applications for rezoning and reviews and analyzes zoning text amendments.
- Processes petitions for annexation.
- Coordinates regional transportation planning with local needs.
- Coordinates commercial and residential parking strategy for downtown.
- Evaluates traffic impact of new development.

- Develops and implements local aspects of Unified Transportation Planning Program for the Baltimore Region.
- Provides liaison between City and county, regional, state and federal agencies.
- Maintains Planning and Zoning Department portion of the City's web site.
- Using Md Property View developing land use and zoning GIS system for the city.
- Oversees neighborhood partnership program.
- Administers selection and funding of community development projects and programs supported through the city's community development block grant.

Historic Preservation:

- Provides full range of current planning services within the historic district.
- Reviews and processes applications for building permits and determines whether applications need to go before the Historic Preservation Commission (HPC).
- Provides assistance in applying to the HPC.
- Provides technical support within the historic district.
- Ensures that applications are processed in a timely fashion.
- Assists in the review of development applications city-wide that may impact historic resources.
- Prepares CLG report for the State.
- Acts as liaison between state and other agencies

Current and Comprehensive Planning and Historic Preservation

- continued -

interested in preservation.

- Provides enforcement in the Historic District.
- Maintains and expands GIS computer data base of Historic District.

Goals:

Current Planning:

- Provide top-notch review process for all development applications.
- Provide high quality level of customer service to the citizenry of Annapolis.
- Provide professional staff to the Planning Commission, Board of Appeals, City Council and other boards and commissions as required.
- Provide effective code enforcement.

Comprehensive Planning:

- Promote orderly, sustainable, and sensitive growth and development in the City of Annapolis.
- Involve citizens as fully as possible in the planning process.
- Plan for public facilities and services to meet the needs of the citizens of Annapolis.
- Foster a vital and liveable community.
- Promote equity and the general well-being of the community through effective management of available grant programs.

Historic Preservation:

- Support local, state and national goals for

historic preservation within Annapolis' historic district and throughout the City.

- Ensure effective review of all development applications within the historic district.
- Provide quality customer service.
- Provide professional staff support to the Historic Preservation Commission and other boards and commissions as required.
- Provide effective code enforcement.

Objectives:

Current Planning:

- Update all zoning maps to make them easier to read and to reflect recent zoning district designations.
- Develop zoning book for easier public reference.
- Continue monthly status report providing a summary of major projects and performance measures.
- Revise the landscaping and parking manual.
- Coordinate site design requirements with the Maryland Forest Conservation Act.
- Begin GIS property data base for permit tracking and reference.
- Provide support and technical assistance to the Comprehensive Planning section.
- Provide urban design input on City projects.

Historic Preservation:

- Implement the archaeology requirements of Chapter 21.62 in a manner that is not

Current and Comprehensive Planning and Historic Preservation

- continued -

burdensome on property owners, but one that preserves this important part of our heritage.

- With CLG Grant funds, continue the Annapolis Intensive Survey.
- With UMD, maintain GIS database and ARCVIEW using completed survey forms.
- Oversee reconstruction of Maynard-Burgess house.
- Complete work to list Eastport as multiple-use nomination to National Register of Historic Places.
- Develop review process for structures outside of the Historic District.
- Reorganize and improve zoning enforcement in Historic District.
- Revise sign guidelines for Historic District.
- Make recommendations regarding the regulation of periodical boxes in the Historic District.
- Continue working with Maryland Heritage Area Designation planning group.
- Align the Historic District boundaries with the National Register Historic District boundaries.
- Complete the Outer West Street land use and urban design plan.
- Begin six-year review of Comprehensive Plan.
- Develop the design of the dock area and waterfront promenade.
- Continue with Taylor Avenue improvements.
- Implementation of the updated inner West Street Corridor Action Plan.
- Ensure quality urban design component of municipal projects.
- Assist in the redevelopment of the Taylor/West site.
- Work with Anne Arundel County as appropriate.
- Implementation strategy for the design of the dock area and waterfront promenade.
- Implement the economic development, land use and urban design recommendations of the Clay Street initiatives.
- Add neighborhoods to the Neighborhood Partnership Program.
- Adopt revisions to the Critical Area program in light of the comprehensive planning mandates of the Planning Act of 1992.
- Complete activities for Census 2000.

Comprehensive:

- Continue to implement recommendations in the Comprehensive Plan of Annapolis.
- Continue the development of the Annapolis Regional Transportation Vision and Master Plan.
- Complete the Zoning Code recodification project.

Current and Comprehensive Planning and Historic Preservation

- continued -

Accomplishments:

- Obtained approximately \$650,000 in Community Legacy and other grants to support Clay Street initiatives.
- Wrote the RFP for the private initiative portion of the Knighton Property and oversaw the process leading to the selection of a private entity to redevelop the West Street frontage.
- Completed and adopted first Neighborhood Plan-Presidents' Hill.
- Successfully oversaw the review and approval of a number of major developments including the Hospital redevelopment, Village Greens of Annapolis, Crab Cove and others totaling over \$200 million in new development activities.
- Negotiated a scope of services and began the Annapolis Regional Transportation Vision and Master Plan.
- Completed the Harbor and Waterways Plan.
- Revised the Critical Areas regulations.
- Undertook community review of design of Knighton garage facility including Traffic Impact analysis.
- Formed strategic partnerships to increase the supply of affordable housing in the city.
- Administered/received the following grants: Community Development Block Grant, Certified Local Government, Critical Areas, Unified Planning Work Program.
- Enhanced the Planning and Zoning section of the City's website.
- With UMD, maintained an extensive GIS database for properties in the Historic District.
- West Annapolis parking analysis.
- Uploaded MD Property View GIS database.
- Implemented recently adopted archaeology requirements in Historic District.

Current and Comprehensive Planning and Historic Preservation

- continued -

Performance Indicators:

| | <i>FY 2001</i> <u>Actual</u> | <i>FY 2002</i> <u>Adopted</u> | <i>FY 2003</i> <u>Goal</u> |
|---|---------------------------------|----------------------------------|-------------------------------|
| Building permits processed | 870 | 1,000 | 1,000 |
| Use permits processed | 142 | 150 | 150 |
| Occupancy permits processed | 109 | 125 | 125 |
| Critical areas review | 120 | 125 | 125 |
| Port Wardens review | 32 | 30 | 30 |
| Major site plan review | 5 | 12 | 12 |
| Minor site plan review | 27 | 30 | 30 |
| Administrative HPC Applications | 43 | 50 | 50 |
| HPC Hearing Items | 87 | 90 | 90 |
| Variances | 19 | 25 | 25 |
| Administrative variances | 27 | 25 | 25 |
| Conditional uses | 6 | 15 | 15 |
| Subdivisions - major | 4 | 4 | 4 |
| Subdivisions - minor | 15 | 20 | 20 |
| Sector study meetings | 65 | 60 | 60 |
| Sector studies/special studies/corridor plans | 1 | 4 | 4 |
| Parks/Paths Projects | 3 | 2 | 2 |
| Comprehensive Plan | Implement | Implement | Implement |

| <i>Budget Summary</i> | <i>FY 2001</i> <i>Actual</i> | <i>FY 2002</i> <i>Adopted</i> | <i>FY 2003</i> <i>Proposed</i> | <i>Percent</i> <i>Change</i> |
|------------------------------|---------------------------------|----------------------------------|-----------------------------------|---------------------------------|
| Personnel | \$717,840 | \$897,290 | \$1,005,860 | 12.10% |
| Other Operating Expenditures | 307,820 | 254,250 | 143,650 | -43.50% |
| Capital Outlays | 980 | 0 | 0 | 0.00% |
| Total Expenditures | \$1,026,640 | \$1,151,540 | \$1,149,510 | -0.18% |

Community Development Block Grant

Department of Planning and Zoning

CDBG Fund

Description:

The Community Development administration is responsible for planning, organizing and implementing the federally funded Community Development Block Grant Program. This program includes a public service program, a capital improvement program, and a housing rehabilitation program. The primary objective of this program is the development of viable urban communities for persons of low or moderate income. This program also prepares a consolidated action plan, grant applications, and a performance report, along with other HUD required reports. The Community Development staff provides technical assistance to the Housing and Community Development Committee under the general direction of the Planning and Zoning Director.

Services:

- Administers CDBG program for City.
- Prepares and implements housing policies for the City.
- Coordinates joint public/private housing ventures.
- Prepares the Five Year Consolidated Plan and annual Action Plan.
- Develops local affordable housing and community development initiatives.

- Operates the CDBG-funded Home Rehabilitation Program.
- Organizes, plans and implements housing and community development programs funded through the CDBG program.
- Solicits, evaluates and prioritizes adopted CDBG projects received from other City departments, outside agencies and non-profit organizations.
- Prepares and administers subrecipient agreements to ensure compliance with Federal guidelines.
- Operates the CDBG-funded Home Rehabilitation Program..

Goals:

- Ensure that programs for which funding is sought meet Federal CDBG eligibility criteria and the needs of the community.
- Administer the CDBG Program effectively and efficiently.
- Monitor city and federal government objectives for the grant program.
- Expand housing rehabilitation opportunities by participating in MD Housing Rehabilitation Program.

Community Development Block Grant

- continued -

Objectives:

next years funding cycle.

- Identify potential rehabilitation and new construction sites for affordable housing.
- Complete the programs contained in the Year multi-year block grant contract.
- Oversee the Clay Street Community Legacy program.
- Continue assisting with HotSpots program as necessary.
- Apply for additional Community Legacy funds in

| <i>Budget Summary</i> | <i>FY 2001 Actual</i> | <i>FY 2002 Adopted</i> | <i>FY 2003 Proposed</i> | <i>Percent Change</i> |
|------------------------------|---------------------------|----------------------------|-----------------------------|---------------------------|
| Personnel | \$134,010 | \$151,800 | \$147,350 | -2.93% |
| Other Operating Expenditures | 159,490 | 153,730 | 150,000 | -2.43% |
| Capital Projects | 129,240 | 144,470 | 130,650 | -9.57% |
| Total Expenditures | \$422,740 | \$450,000 | \$428,000 | -4.89% |

